COMMITTEE: Writing Across the Curriculum

MEETING DATE: March 12, 2012, 3:30pm

PERSON PRESIDING: Elizabeth Swaggerty, Chair

REGULAR MEMBERS IN ATTENDANCE: Carolyn Dunn, Hector Garza, Dario Bernardini, Joanne Hartsell, Ashley Egan

EX-OFFICIO MEMBERS IN ATTENDANCE: Will Banks, Michelle Eble, Wendy Sharer, Rebecca Benfield

OTHERS IN ATTENDANCE: Phil Adams

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ACTIONS OF MEETING

Elizabeth Swaggerty called the meeting to order at 3:30pm

Agenda Item: Approval of minutes from February meeting

Discussion: Dr. Swaggerty asked for a motion to approve the minutes from the February WAC Committee meeting. A motion was made and seconded

Action Taken: The minutes from the February meeting were approved unanimously.

Assigned additional duties to: N/A

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Agenda Item: Request to make Math 2300 Writing Intensive

Discussion: Heather Ries and MS Ravi presented their proposal to approve MATH 2300, Transition to Higher Mathematics, as writing intensive. The course was established 6-7 years ago as a way to help undergraduate math majors transition to writing proofs, which is an important skill for math majors. After the presentation, the WAC Committee discussed the proposal. A suggestion was made to add the WI statement to the course syllabus and add a writing outcome to the syllabus as well.

Action Taken: Will Banks moved that MATH 2300 be approved WI pending the proposed changes. Hector Garza seconded the motion. It passed unanimously.

Assigned additional duties to: n/a

Agenda Item: Discussion of revised syllabus for ENGL 3660
Discussion: At the last meeting, the committee asked that changes be made to the syllabus for ENGL 3660 before approving the course as writing intensive. The revised syllabus altered several writing assignments withing the course structure. The committee had numerous questions as a result of these changes, and decided to ask for clarification. The committee is asking to meet with the professor asking for the WI designation to gain clarification regarding changes to weights of writing assignments.

Action Taken: A vote on this issue will be tabled until the next meeting, pending clarification on the committee’s questions.

Assigned additional duties to: n/a

Agenda Item: Additional Changes/Requests related to WI Courses

Discussion: CMGT 4300: This was a previous request, in which the committee had asked the submitting faculty to send a revised syllabus. The syllabus that was sent to the committee as a result of that request was not revised, and therefore the committee will have to request the syllabus again before taking up this issue. Revised syllabi for MRCH 4209 and MRCH 4300 were submitted to the committee; these syllabi are complete.

Action Taken: Discussion regarding the CMGT 4300 course will be taken up at the next meeting. The revised syllabi for the two MRCH courses will be filed with the University Writing Program.

Assigned additional duties to: n/a

Agenda Item: University Writing Program update

Discussion: The UWP is hosting workshops for faculty this week and next work focused on grammar issues and writing to learn. The final review of the Spring 2012 writing intensive syllabi is underway; a report on these will be available for the April WAC Committee meeting.

Action Taken: none

Assigned additional duties to: n/a

Agenda Item: Quality Enhancement Plan update

Discussion: Wendy Sharer distributed copies of the QEP draft writing outcomes, and asked that committee members review them and share their thoughts regarding the outcomes at the April WAC Committee meeting.

Action Taken: none

Assigned additional duties to: n/a
Agenda Item: Storage of WI proposals

Discussion: Elizabeth Swaggerty suggested that the committee explore moving storage of WI proposals to Sharepoint to allow for easier tracking and sharing among members. The University Writing Program will also keep a hard copy repository. Committee members agreed this would be a good idea.

Action Taken: Elizabeth Swaggerty will contact Lori Lee at Faculty Senate to ask about setting up a sharepoint site for the WAC committee.

Assigned additional duties to: n/a

Agenda Item: Additional Business Items

Discussion: Elizabeth Swaggerty noted that a representative from the WAC Committee was needed to attend the March 27th Faculty Senate meeting to present report on February approved curricular actions. Michelle Eble agreed to do this. Dr. Swaggerty also noted that the WAC Committee is required to create an annual report, and that Hector Garza would be in charge of that report.

Action Taken: none

Assigned additional duties to: n/a

The meeting was adjourned at 5pm

NEXT MEETING: Monday, April 9, 2012

ITEMS TO BE DISCUSSED:

Respectfully submitted, Carolyn K. Dunn